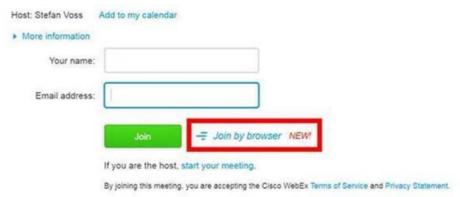*Additional information on how to use WebEx*

- To join the WebEx meeting simply click the "Join WebEx meeting" link/button further down, below this section of tips in the "Actual Meeting Info" section.
- If you have never used WebEx I suggest to test whether it works on your machine without any issues by using the following link to open a test session:
- https://www.webex.co.uk/test-meeting.html
- I strongly advise to do so at least 1 day before the actual meeting in case help from your IT administration is required.
- If WebEx asks you to install an add-on and you do not want that or can't do it - no problem. On the initial meeting screen, you can click on the "Join by browser"-link instead of the "Join" button after entering a name and email and the WebEx session will run in your web browser (some advanced features may not be available then).
- Note that this option is not available in the test-meeting linked above.

Alternatively, you can try to use the option "Run a temporary application" (this will appear when you use the green Join-button as shown in the screenshot above and it is also available as an option in the test session). This will download an .exe file to your computer that you have to open. Running this .exe file will not install any software on your computer and is only valid for this particular session (but note that your computer's security settings may not allow you to run any .exe files).
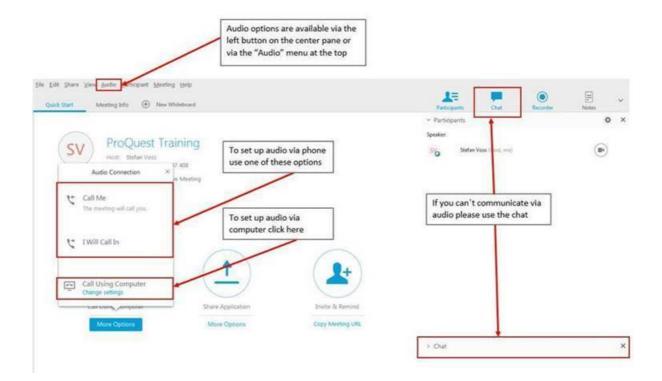
• Regarding the audio connection:
• You can access the audio settings from the main screen via the "More Options" link below this button:

Call Using Computer

More Options

You can also access these via the menu bar at the top (go to "Audio" > "Audio and Video Connections"):

If you have a headset I recommend using the "Call using computer" option.

If you have no headset or want to use your telephone instead I suggest you select the "Call me" option which means WebEx will call you on a phone number you provide.

You can also use the "I will call in" option for which global free call-in numbers are available: after selecting 'I will call in', click "All global call-in numbers).

• More help on how to use WebEx (joining, audio setup etc.) you will find here: https://help.webex.com/docs/DOC-5412